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ABSTRACT

In response to the need for up-to-date information on employment opportunities for handicapped people in the leisure occupations, a national survey was conducted to determine both existing levels of employment and employer practices. The survey was sent to 500 agencies and businesses representing four leisure occupational subclusters: travel, tourism, and hospitality; leisure entertainment products and enterprises; resource based services; and community based recreation and park services. Based on 155 responses, the findings include the following: (1) 43% of the respondents hired the handicapped on a full-time basis; (2) agencies in the community-based recreation subcluster hired the largest percentage of handicapped individuals; (3) the majority of agencies employing the handicapped on a full-time basis were agencies with large numbers of employees; (4) while 70% of the respondents hired employees on a part-time basis, only 17% hired the handicapped; (5) while 66% of the respondents hired employees on a seasonal basis, only 15% hired the handicapped; (6) 75% of the respondents hired handicapped individuals at the lowest three levels (unskilled, semi-skilled, and skilled), and (7) although 65% of the respondents advocated the employment of handicapped persons, there is a sizable gap between this position and their actual employment practices. (Job families, hierarchy of sample jobs, and resource references for each of the four subclusters are appended.) (EM)

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Employment of Handicapped People in Leisure Occupations

By
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Committee on Recreation and Leisure
President's Committee on
Employment of the Handicapped

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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The Bureau of Education for the Handicapped provided support and encouragement to this project. Also providing encouragement and support of the work was Dr. Peter Verhoven, Director, Research and Studies of the National Recreation and Park Association.

It should be noted that the Appendix indicating "Job Families, Occupational Hierarchies and Resource References in the Leisure Occupations Cluster" was prepared by Dr. David Compton, Dr. Peter J. Verhoven, and Dr. Donald Hawkins under a grant from BEH (contract no. G00-75-00554) and appears in *Career Education in the Leisure Occupations, Volume II—Teacher Instructional Guide*, (experimental edition, 1976).

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Table of Contents

Introduction	4
Background	5
Summary	11
Recommendations	13
Appendix	14
Presentation of Data	15

4 Introduction

In response to the need for basic data on employment opportunities for handicapped people in the leisure occupations, a survey was conducted by the National Recreation and Park Association, University of Kentucky and the President's Committee on Employment of the Handicapped. The purpose of this survey was to determine both existing levels of employment and employer practices as they relate to handicapped people in the leisure industry. This category of employment—the leisure field—is one of the fifteen occupational clusters that divide the world of work. The leisure services include: a) travel, tourism and hospitality; b) leisure entertainment products and enterprises; c) resource based services; and d) community based recreation and park services. It is hoped that the information and data reported in this publication will help to stimulate national organizations, employers in the leisure services and handicapped individuals to further explore the potential for employment that these fields hold for handicapped people. In addition, it is hoped that further research activity will emanate from this initial study.

Dr. John A. Nesbitt
Chairman
Committee on Recreation and Leisure
President's Committee on Employment
of the Handicapped

Background

Leisure Services—A Viable Economic Market

In a recent report from the Discover America Travel Organization, Inc., the following facts were published: 1) tourism ranks as one of the top three income producers in most states; 2) five percent of the Nation's retail business comes from tourism; and 3) the leisure and recreation industries' income has increased in the last three years from $150 billion in 1972 to $250 billion in 1975.

As a result of the rapid growth in leisure services, the federal government has increased the number of agencies concerned with leisure goods and services from 13 in 1960 to 90 in 1976. These agencies spend approximately $4.4 billion dollars annually.

In a report prepared by the University of Wisconsin-Extension Recreation Resources Center, figures indicated a 10% gain in 1975 for the State's leisure industry despite higher prices, unemployment and a high inflation rate. Other industries gained only 5.5%.

Community recreation and park services have likewise flourished. In the last several years the number of community tennis courts, baseball diamonds, and various athletic fields have increased by a third. Golf courses and outdoor swimming facilities have doubled; recreation buildings have nearly tripled; and indoor recreation centers have increased four-fold.

As the leisure movement continues and more leisure services are needed, more manpower will be required. There will be a need for well-trained leaders and providers of leisure services. According to the Occupational Outlook Handbook for 1976:

> The employment of recreation workers is expected to rise faster than the average for all occupations through the mid-1980's as public pressure for recreation areas results in the creation of many new parks, playgrounds and national forests. Increased attention to physical fitness by government, educators, and others may produce a rise in public and industrial recreation programs. Longer life and earlier retirements also will increase the demand for recreation programs for retired persons. All of these factors will increase the need for recreation workers and stimulate growth in the occupation.

There is an indication by *Changing Times* (June, 1972) that jobs in the recreation field will increase by nearly 80% between 1970 and 1980. Merrill, Lynch, Pierce, Fenner and Smith have said "we believe that leisure will be the dynamic element in the economy in the 1970's and that it will even out-perform the economy." These predictions make the future job outlook excellent for those seeking a career in the leisure field.

The phenomenal growth of the recreation, hospitality, and tourism industry could make it the fastest growing occupational area of the decade.

Leisure Career Cluster

The leisure career field has been defined to encompass "occupations pursued by persons engaged in performing the functions required to meet the needs of persons engaged in leisure time pursuits."

The leisure career field (cluster) is comprised of four major occupational groups or subclusters: travel and tourism; leisure entertainment, products and enterprises; resource based services; and community based recreation services.

Travel and Tourism

The travel and tourism subcluster is concerned with jobs related to: attracting a market for tourism experiences; providing transportation to places of interest; providing attractions for tourists' participation; housing, feeding, entertaining and serving tourists; and informing people about attractions, services, facilities, and transportation.

This group is divided into four job families: 1) travel; 2) tourism; 3) hospitality; and 4) food and beverage. The travel job family involves travel by car, bus, plane, steamship, railroad, etc. The tourism job family is concerned with the promotion, operation, or management of a tourism agency (travel agent, tour guide, interpreter, etc.). The hospitality family involves occupations related to housing or offering services for the comfort of tourists. Finally, the food and beverage family refers to occupations in the preparation and distribution of food and beverages to the tourist consumer.

A job with travel services may include a group sales manager, station master, bus hostess, or car rental clerk. The tourism services would include such jobs as tour manager, tour arranger, or sightseeing guide. In hospitality services, sample jobs are convention manager, reservations clerk, bell captain, or maid. The food and beverage services jobs include: production manager; kitchen supervisor baker; cashier; or busboy. (See Appendix.)

Leisure Entertainment, Products and Enterprises

The leisure entertainment, products and enterprises subcluster is concerned with the entertainment and amusement of people during their leisure. Jobs in this subcluster

include: commercial amusements; live, filmed, or broadcast performances; presentation of shows and athletic contests; the training of persons or animals for entertainment; the teaching of entertainment skills at a post high school level; personal services in entertainment establishments; and the manufacture, marketing and distribution of goods and supplies for leisure consumers.

This subcluster includes three job families: 1) leisure products and promotions; 2) spectator entertainment services; and 3) special interest leisure enterprises. Jobs within leisure products and promotions include production supervisor, assembler, auctioneer, and apprentice. Sample jobs within the spectator entertainment services are publicity director, ticket broker, mechanic. The special interest family includes pool parlor owner, desk attendant, sales person, and supply clerk.

Resource Based Services

The resource based services subcluster includes jobs which involve the planning, utilization, conservation, or preservation of land/or water areas for outdoor recreation experiences. These jobs primarily concern recreational areas, facilities, products, goods, and natural areas. The jobs in this subcluster tend to provide a support system for the recreation services subcluster.

Components of this subcluster are the two job families: 1) resource conservation/preservation services; and 2) park and natural resource planning and design services. Jobs in the conservation/preservation family are within parks, golf courses, refuges, etc., and range from a superintendent of a park or park ranger to a groundskeeper. The same areas also provide opportunities for positions in the planning and design area. These opportunities may include such positions as landscape architect, site planner, horticulturist, or fish and game planner.

Community Based Recreation Services

The community based recreation services subcluster focuses on public, private, and governmental agencies which provide recreational activities to local consumers. It includes those jobs which are responsible for creating and supervising programs, planning activities, and providing recreation leadership and instruction. The jobs may be located in a park, playground, camp, community organization, etc.

Within the community based recreation services subcluster are two job families: 1) recreation areas and facilities; and 2) recreation programs. A job within the first family would center around a waterfront, sports field, camp, playground, etc. The jobs range from director of aquatics or league supervisor to lifeguard or cashier. Jobs within the programming family would center around community centers, schools, libraries, institutions, etc. Included in this area are jobs such as social director, arts and crafts instructor, playground leader, recreation therapist, program leader or aide.

Careers in the recreation services subcluster involve a great amount of personal interaction and public contact.

In the Appendix a complete taxonomy of the leisure occupations cluster is presented. This taxonomy was developed by the Career Education Curriculum Development Project pursuant to a contract with the United States Office of Education, Bureau of Education for the Handicapped (Compton, Verhoven and Hawkins, 1976).

Career Potential

A factor the handicapped individual must consider in selecting a career is the potential for advancement. There are excellent opportunities for advancement in the leisure career field. Advancement can best be explained by career ladders, which are a series of jobs increasing in difficulty, responsibility, and authority within a career. Entry level positions are at the ladder's first step; minimum skill is required at this level. As an individual progresses up the ladder, a greater degree of skill is required. Skills developed in the lower levels or steps provide a basis for advancement to higher levels on the career ladder. Depending upon qualifications and the employer's requirements, an individual may begin at any level.

A career ladder is composed of four levels:

Level 1 includes those jobs which require less than a high school diploma.

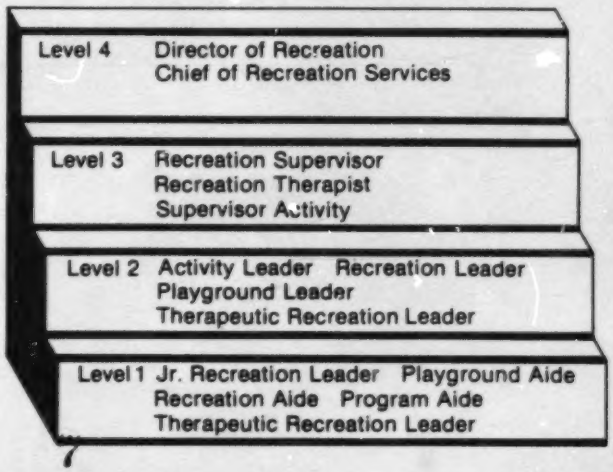
Level 2 includes jobs which require a minimum of a high school diploma.

Level 3 jobs require a minimum of a two-year, post-secondary degree from a junior or community college or certification program.

Level 4 includes jobs requiring a minimum of a four-year, post-secondary degree.

An example of a career ladder for the community based recreation services subcluster follows.

Senior Manager of Park and Recreation

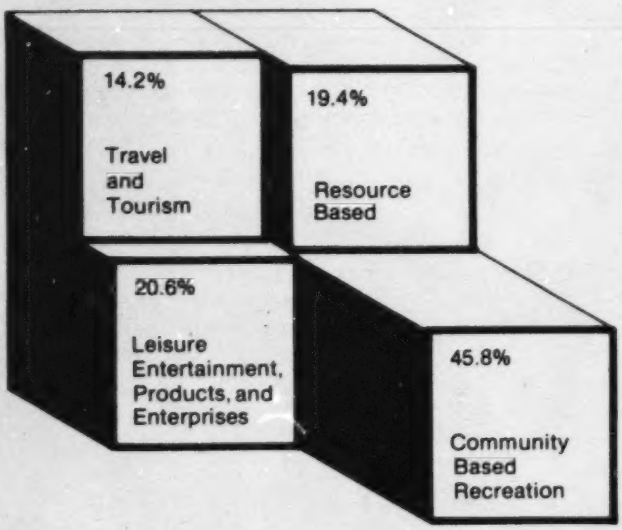


In addition to upward movement on the ladder, there is the opportunity for lateral movement. Skills developed in one job at a particular level may be applicable to another job on the same level but in another occupational group, subcluster, or even in another career field.

Presentation of Data

From the original 500 surveys distributed, 155 valid responses were counted in the final tabulation and analysis of data. This represents a return of 31.0%. The authors feel that the 155 valid responses do provide an indication of the state-of-the-art of employment of the handicapped in the leisure occupations. It should be noted, though, that the sample was not randomly drawn, and therefore, generalization of the findings would be difficult to defend from a research standpoint.

The 155 responses were distributed among the four subclusters as follows:



Full-Time Employees

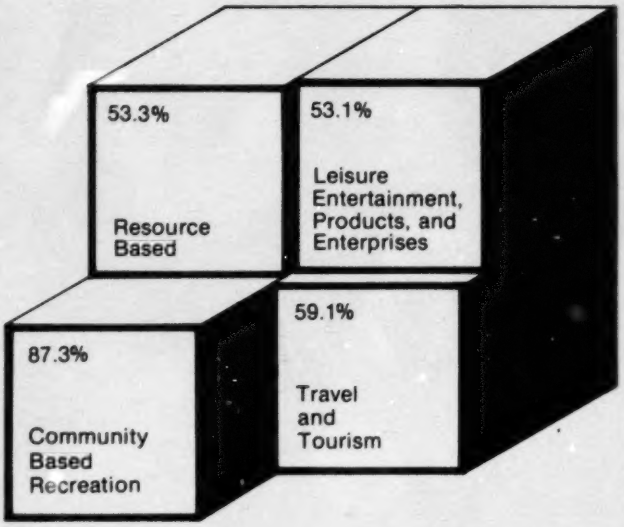
Sixty-six of the 155 responding agencies or businesses (42.6%) reported hiring the handicapped on a full-time basis. The largest percentage of full-time employment of the handicapped by subcluster was in the leisure entertainment, products, and enterprises subcluster, where 50.0% of the agencies or businesses hired handicapped individuals on a full-time basis. The smallest percentage was found in the community based recreation subcluster where 39.4% of the agencies hired the handicapped on a full-time basis. Of the agencies and businesses in the resource based subcluster 43.3% hired handicapped individuals for full-time positions while in the travel and tourism subcluster 40.9% hired full-time handicapped employees.

The majority of full-time employment for the handicapped was provided by agencies employing large numbers of employees. Among the agencies or businesses employing handicapped workers, 17% had under 50 employees; 33.3% employed 100 employees or less; and 66.7% employed 101 or more. From all indications it appears that the larger the agency, the greater the employment of the handicapped.

The majority of agencies employing the handicapped (66.7%) employ 1-5 handicapped individuals. 12.1% of the agencies indicated they employed 6-10. Only 7.4% of the agencies indicated they employed more than 25 handicapped individuals on a full-time basis.

Part-Time Employment

The survey indicated that 108 (69.7%) of the respondents hired individuals (nonspecific) on a part-time basis. Each subcluster varied in the numbers of agencies who provided part-time employment. This is represented in the following chart:



The community based recreation subcluster provided the largest number of opportunities for part-time work as 62 of 71 agencies (87.3%) responded affirmatively. Other subcluster agencies providing part-time employment were generally around 50% of the original respondents.

The majority of part-time employment opportunities in all subclusters were from agencies employing smaller numbers of employees. 61.1% of the agencies employing 1-50 employees offered part-time opportunities while only 26.8% of the agencies employing over 100 employees offered part-time employment opportunities.

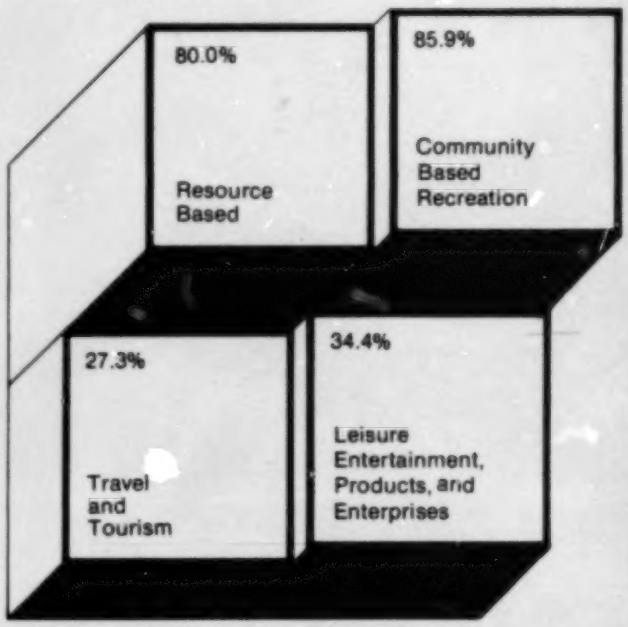
Part-Time Employment for Handicapped Workers

Only 16.8% of the respondents offering part-time employment indicated that they provided part-time employment opportunities for handicapped individuals. The community based recreation subcluster provided the most part-time opportunities. The range of total numbers of part-time employees was from 1 to 25. One community based recreation agency indicated it employed 25 handicapped individuals on a part-time basis; but the majority of agencies (53.9%) indicated they employed 1 or 2 handicapped individuals.

Only 4.7% of the respondents in the travel and tourism subcluster indicated part-time employment for the handicapped. 12.4% in the leisure entertainment, products, and enterprises subcluster indicated employing the handicapped on a part-time basis, while only 6.6% of the agencies in the resource based subcluster were employing the handicapped part-time. This is contrasted with the community based recreation subcluster where 26.8% were providing part-time employment opportunities for handicapped persons.

Seasonal Employment

More than half, or 65.8%, of the respondents indicated they hired individuals (nonspecific) on a seasonal basis. Each subcluster varied in the numbers of agencies which provided seasonal employment. Agencies in the respective subclusters who offered seasonal employment opportunities are listed as follows:



The travel and tourism subcluster and the leisure entertainment, products and enterprises subcluster provided very few seasonal employment opportunities, only 27.3% and 34.4% respectively. This contrasts sharply with the resource based subcluster and the community based recreation subcluster where respectively 80.0% and 85.9% of the responding agencies reported seasonal employment opportunities.

Seasonal Employment for Handicapped Workers

Only 14.2% (22) of the respondents provided seasonal employment for the handicapped. The greatest opportunity for seasonal employment is in agencies from the community based recreation subcluster where 27.5% of the agencies indicate employment opportunities. The other subclusters range from 4.5% (travel and tourism) to 10.0% (resource based).

Levels of Employment

Once the number of handicapped persons employed by agencies and businesses representing the leisure occupations was determined, the level of employment of the handicapped employees was analyzed. The respondents were asked to indicate at what level the handicapped employee was employed. Nearly 75 percent of the handicapped workers were employed in the lower three levels of the continuum (unskilled, semi-skilled and skilled). The community based recreation subcluster employed nearly 50 percent of the workers at all three levels. In addition, the community based recreation subcluster was the largest employer at all levels with nearly one-half (47.1%) of the handicapped workers who were identified at a specific job level. The survey also indicated that as the level of responsibility increases, the percentage of handicapped workers decreases.

Employer Attitudes

Employer attitudes toward hiring handicapped people were ascertained by asking employers if they advocated for employment of the handicapped, if they would consider hiring handicapped persons in their agency or business, and the job level they would offer.

Advocacy for the Handicapped

The survey revealed 64.5% of the 155 respondents expressed advocacy. By subcluster, the highest percentage of employers indicating advocacy was in the leisure entertainment, products, and enterprises category (71.9%), while the lowest percentage of employers who advocated hiring the handicapped was in the travel and tourism subcluster (59.1%).

This data appears to indicate that employer attitudes toward hiring the handicapped are not always manifested in their employment practices. For the total cluster, 21.9% of employers who advocated for the employment of the handicapped did not actually employ the handicapped! For each of the subclusters, a similar discrepancy was found. The largest difference was among the community-based recreation employers. Of the 71 employers in this subcluster 25.4% advocated for the employment of the handicapped but did not employ the handicapped. The least difference was found among employers in the resource based subcluster. In this subcluster, 16.7% of the respondents expressing advocacy did not employ the handicapped.

Although the causative factors for the discrepancies were not elicited in this survey, it can be speculated that a lack of employer awareness of the barriers which prevent employment of the handicapped and a lack of opportunity to employ qualified handicapped workers contributed to the differences between attitudes and practices. Another possible explanation is that the expressed attitudes do not reflect real attitudes and that advocacy was reported because employers felt that it was expected of them.

Consideration of Actual Employment

When asked if they would consider the handicapped for actual employment, as opposed to merely advocating for their employment, 94.3% of the respondents indicated an affirmative response. The largest negative response was from the leisure entertainment, products, and enterprises subcluster, where four agencies or businesses indicated they would not consider employing the handicapped.

Job Levels of Potential Handicapped Employees

The survey also attempted to determine at what job level the employer would consider employing a qualified handicapped employee. The respondents were given seven possible choices including: (1) professional and managerial, highest level; (2) professional and managerial, regular level; (3) semi-professional and managerial; (4) skilled; (5) semi-skilled; (6) unskilled; and (7) all job levels. A number of respondents indicated they would hire individuals at several

job levels. This accounts for the larger number of responses than respondents. The majority of respondents (37.7%) indicated they would hire handicapped individuals at all job levels. Other responses appear to cluster around those jobs which comprise the middle of the job hierarchy including semi-skilled (12.1%), skilled (14.1%) and semi-professional and managerial (14.6%). The lowest response (4.5%) was to the highest job level, "professional and managerial, highest," although this was followed closely by the "unskilled" (8.5%) and "professional and managerial, regular" (8.5%) levels.

Actions Toward Hiring the Handicapped

Several indices of commitment by agencies to hiring the handicapped in leisure occupations were established in the original survey item list. These indices included: (1) liaison with existing career education preparation programs; (2) a recruitment plan for the handicapped; and (3) a preservice/inservice training program. If agencies were to respond positively to these questions, it could be surmised that positive actions toward employing the handicapped in leisure occupations was taking place.

The results of the survey indicated a negative response to the aforementioned questions. It was obvious from the data that very few agencies had taken steps to recruit and hire handicapped employees.

There were 115 agencies (77.7%) who had no established liaison with existing career education programs. In addition, 129 agencies (89.0%) had no preservice or inservice program for handicapped persons while 129 agencies (83.2%) had no recruitment plan.

The leisure entertainment, products and enterprises subcluster (87.4%) had the highest negative response while the community based recreation (83.3%) and the resource based (80.0%) subclusters were a close second and third. The highest positive response was from the travel and tourism subcluster, where 22.7% of the agencies indicated that a recruitment plan was in effect.

Liaison Regarding Career Education

Each respondent was asked to indicate whether or not they currently maintained liaison, articulation, oral or written agreements with schools, centers, state divisions of vocational rehabilitation, or sheltered workshops in regard to career education opportunites for the handicapped. Based on 148 responses, 77.7% of the respondents indicated they did not maintain the aforementioned liaison while only 22.3% answered positively. The largest positive response was from the community based recreation subcluster in which 27.9% of the respondents indicated they were maintaining liaison with schools, agencies, etc. Several factors may underlie this rather negative response including, but not limited to, lack of information, no established programs, lack of curriculum, etc.

Preservice or Inservice Training

An additional indication of positive action toward employment and upgrading of handicapped individuals is the implementation of preservice or inservice training for potential or currently employed handicapped employees. 129 or 89.0% of the agencies or businesses responding to the question indicated they did not offer such a service (N = 145). Only 16 or 11.0% offered any type of preservice or inservice training.

The response to this question and the questions regarding liaison with career education, and identified recruitment plans, indicate that the survey respondents do not display positive actions for employing handicapped persons in the leisure occupations. They did, however, strongly advocate for the employment of handicapped persons, and would consider them for employment at all job levels. This might indicate a need to help these employers translate their apparent willingness to hire handicapped people into a positive program.

Barriers to Employment

Two additional factors were analyzed to determine whether or not further barriers to employment existed. Each respondent was asked whether or not they had entrance requirements for employment in their agency or business, and if so, what types. Seven types of entrance requirements were identified including: civil service examination, professional licensure, professional membership, union regulations, special training, practical experience, or other requirements.

Out of 254 responses to this question (there were multiple responses to this question accounting for a larger N than the original N = 155) 113 or 44.5% indicated that practical experience was a requirement for employment. The requirement of practical experience was especially necessary in the community based recreation subcluster where 40% of the agencies indicated a positive response. The next highest entrance requirement indicated by the repondents was a civil service examination. Forty-six or 18.1% of all agencies and business indicated the civil service examination as an entrance requirement. The community based recreation subcluster comprised 67.4% of the responses in this category indicating that civil service pervades most community based recreation agencies.

In general, there appear to be a small percentage of entrance requirements for employment in the leisure occupations.

Hiring Exceptions

The final question posed to the respondents specifically asked if they had any hiring exceptions for the handicapped. Surprisingly, 14% of those agencies or businesses surveyed indicated they in fact did have hiring exceptions. Most, however, of the 150 responses (86.0%) to this question indicated they did not have hiring exceptions for handicapped people.

As previously stated, the purpose of this study was to determine the state-of-the-art of employment of the handicapped in the leisure occupations. Based on the responses of 155 agencies and businesses representing the leisure occupations, and specifically, the four subclusters of travel and tourism; leisure entertainment, products and enterprises; resource based services; and community based recreation; this study provides a baseline of information upon which further research and development efforts can take place including advocacy, training (both employer and consumer), curriculum development, job development, etc. The study was not intended to be the "final word" on employment of the handicapped in the leisure occupations but, on the contrary, a starting point. Also, it must be noted that no reference to new Affirmative Action legislation was made (Section 503, Rehabilitation Act of 1973). We suspect that such legal sanctions may have had affect on the candidness of the responses.

Several significant areas were covered by the study which revealed the following.

- 42.6% of the survey respondents reported hiring the handicapped on a full-time basis.
- Agencies in the community based recreation subcluster hired the largest percentage of handicapped individuals.
- The majority of agencies employing the handicapped on a full-time basis were agencies with large numbers of employees (200 plus).
- While 69.7% of the agencies and businesses hired persons (nonspecific) on a part-time basis, only 16.8% hired the handicapped for these positions.
- The largest part-time employers of the handicapped were agencies in the community based recreation subcluster.
- The majority of part-time employers only hired 1 or 2 handicapped employees.
- While 65.8% of the agencies and businesses hired persons on a seasonal basis, only 14.2% of these agencies hired the handicapped seasonally.
- The largest seasonal employers of the handicapped were agencies from the community based recreation and resource based subclusters.
- 75.0% of the agencies or businesses hired handicapped individuals at the lowest three levels (unskilled, semi-skilled and skilled).

- Very few were employed at the highest job level, "professional and managerial, highest" (8.7%).
- Most handicapped individuals were hired at the semi-skilled level.
- 64.5% of the respondents expressed a positive *advocacy* position in regard to employment of handicapped persons in the leisure occupations.
- The leisure entertainment, products and enterprises subcluster presented the highest advocacy position with 71.9% of the agencies and businesses reporting support for employment of the handicapped.
- Although many agencies and businesses advocate for employment of the handicapped there is a wide gap between this position and their actual employment practices.
- 94.3% of the respondents indicated they would consider hiring the handicapped in their respective agency or business.
- A majority of respondents (37.7%) indicated they would hire the handicapped at *all job levels*.
- The lowest response to job levels the handicapped could assume was at the highest level, "professional and managerial, highest" where only 4.5% indicated they would hire persons at that level.
- Respondents also indicated they would rarely hire persons at the "professional and managerial level, regular" or the "unskilled" level.
- Most respondents (77.7%) had no established liaison with schools, centers, state divisions of vocational rehabilitation or sheltered workshops.
- 89.0% had no established preservice or inservice training programs for the handicapped employee.
- 83.2% had no recruitment plan to secure handicapped employees.
- Very few respondents had specific entrance requirements for potential handicapped employees.
- Most agencies and businesses (44.5%) indicated that the primary requirement was "practical experience."
- 40.0% of the agencies in the community based recreation subcluster indicated that practical experience was an entrance requirement.
- 86.0% had no hiring exceptions for the handicapped but a surprising 14.0% did have hiring exceptions.
- 71.3% of the handicapped workers employed in the leisure occupations had worked less than 10 years.
- According to the data, most handicapped employees have been employed between 2 and 10 years.
- The non-ambulatory comprise the largest group of individuals by disability hired in the leisure occupations (21.6%).
- Those individuals with handicapping conditions posing major rehabilitation problems (those considered severe, multiple, profound, etc.) are frequently not employed by leisure occupation agencies and businesses.
- If employed at all, the severe, multiple, profoundly involved individual will more than likely be employed in the community based recreation subcluster where 75.0% of the trainable mentally retarded, 67.5% of the seriously emotionally disturbed, 72.7% of the deaf, 50.0% of the deaf-blind, and 46.7% of the multiply handicapped are employed when compared to the other three subclusters.

Recommendations

Although the level of employment for handicapped persons appears quite below what should be expected, there appears to be a growing interest in the field. This may be due to several factors including but not limited to current research, advocacy organizations, new information regarding opportunities in the field, new training and curriculum development efforts, etc.

In order to promote a better understanding of the leisure occupations and the potential for employment of the handicapped persons it is recommended that:

1. Further research be undertaken to determine the potential for employment of handicapped persons in the leisure occupations.

2. Training of representatives from Federal, state, local, and private agencies in leisure as well as others in the vocational rehabilitation, career education, special education, and counseling fields to apprise each of the career potential for handicapped persons in the leisure occupations.

3. Education of handicapped persons in regard to the career potentials in the leisure occupations through career education, vocational rehabilitation, vocational education, special education curricula and home based instructional programs.

4. Publication and dissemination of information which (1) articulates what career potentials are available in the leisure occupations; (2) provides teachers, employers, trainers, etc., with specific training materials; (3) advocates for the employment of handicapped persons in the leisure occupations; (4) points out existing regulations regarding employment of the handicapped; (5) presents case studies of actual handicapped employees who have been successful in this field.

5. Pilot programs should be established with major leisure service agencies to demonstrate the viability of employment of handicapped persons in the leisure occupations.

14 Appendix

Job Families, Occupational Hierarchies and Resource References* in the Leisure Occupations Cluster

Subcluster "A"—Tourism and Hospitality Services
- Job-Families:
  - Travel Services
  - Tourism Services
  - Hospitality Services
  - Food and Beverage Services

Subcluster "B"—Leisure Entertainment, Products and Enterprises
- Job-Families:
  - Leisure Products and Promotions
  - Spectator Entertainment Services
  - Special Interest Leisure Enterprises

Subcluster "C"—Environmental Based Services
- Job-Families:
  - Resource Conservation/Preservation Services
  - Park and Natural Resource Planning and Design Services

Subcluster "D"—Community Based Recreation Services
- Job-Families:
  - Recreation Areas and Facilities
  - Recreation Program Services

*Resource References are divided and coded into three categories: (a) Federal Government Departments and Agencies; (b) National Associations and (c) Key Words from the "Yellow Pages" of the telephone book. These references will be helpful aids throughout the entire curriculum.

Presentation of Data

Pages 15 through 31.

Subcluster "A" - TOURISM AND HOSPITALITY

The tourism subcluster focuses on occupations which are related to travel for pleasure (rather than for business or duty), to activities for tourists; and to money spent at a location other than where it was earned. The subcluster presents occupations which reflect one of the five following thrusts: (1) attracting and developing a market for tourism experiences; (2) arrangement for and provision of transportation to places of tourist interest; (3) arranging and/or providing attractions for tourist participation; (4) housing, feeding, entertaining and serving tourists; (5) informing tourists, and potential tourists about attractions, services, facilities and transportation for the tourist experience.

The subcluster is further delineated into four job-families including: (1) travel, (2) tourism, (3) hospitality, and (4) food and beverage. The travel job-family refers to those occupations directly or indirectly related to a specific mode of transportation, i.e., automobile, bus, airplane, steamship, or railroad. The tourism job-family refers to those occupations which are primarily related to the promotion, operation or management of a tourism agency, i.e., travel agents, tourism guides, interpretors or directors, etc. The hospitality job-family refers to those occupations which are primarily related to housing or otherwise providing services to the tourist for their comfort (exclusive of food and beverage services), i.e., hotel and motel management, housekeeping, etc. The food and beverage job-family refers to those occupations which are primarily concerned with the preparation and distribution of foods and beverages to tourism consumers.

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resources References
1.0 Travel Services		
1.1 Airlines	Group Sales Manager Chief Flight Attendant Reservation Agent Flight Attendant	a. Federal Aviation Administration 800 Independence Ave., S.W. Washington, D.C. (202) 655-4000 Civil Aeronautics Board 1825 Connecticut Ave., N.W. Washington, D.C. (202) 393-3111 b. Air Transport Association of America 1000 Connecticut Ave., NW Washington, D.C. (202) 296-5800 American Society of Travel Agents, Inc. 360 Lexington Avenue New York, New York (212) 661-2424 c. See "Airline Companies" "Travel Agencies and Bureaus"
1.2 Railroads	Manager, Railroad Terminal Station/Depot Master Railroad Conductor	a. Federal Railroad Administration 400 7th Street, S.W. Washington, D.C. (202) 426-4000 b. Association of American Railroads 1920 L Street, N.W. Washington, D.C. (202) 293-4000 c. See "Railroads" "Railroads - Ticket Agencies"
1.3 Tour Bus Lines	Manager, Tour Bus Lines Tour Bus Driver Bus Hostess	a. b. American Sightseeing Association 10 E. 40th Street New York, New York 10016 (212) 685-4071 c. See "Tourist Information" "Sightseeing Tours"
1.4 Auto Rental Agencies	Owner, Auto Rental Agency Dispatcher, Car Rentals Manager, Auto Rental Agency Car Rental Clerk Car Rental Parking Attendant	a. b. American Automotive Leasing Association 6815 W. Capitol Drive, Room 200 Milwaukee, Wisconsin 53216 (414) 462-0800 c. See "Automobile Renting and Leasing"

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resources References
1.0 Travel Services (continued)		
1.5 Tour Boat Lines	Owner, Tour Boat Line Manager, Tour Boat Line Tour Boat Captain Sightseeing Guide Steward	a. b. American Sightseeing Association 10 E. 40th Street New York, New York 10016 (212) 685-4071 c. See "Sightseeing Tours"
1.6 Steamship Companies	Cabin Superintendent Social Director Maid	a. Federal Maritime Commission 1100 L Street, N.W. Washington, D.C. (202) 655-4000 b. American Maritime Associaiton 17 Battery Place New York, New York 10004 (212) 344-8177 American Society of Travel Agents, Inc. 360 Lexington Ave. New York, New York 10017 (212) 661-2424 c. See "Steamship Companies" "Steamship Agencies"
2.0 Tourism Services		
2.1 Travel Agencies	Owner, Travel Agency Sales Manager Group Sales Manager Sales Representative Travel Counselor Reservation Agent Travel Clerk	a. U.S. Travel Service Dept. of Commerce Bldg. 14th and E Streets Washington, D.C. 20230 (202) 189-4987 b. American Society of Travel Agents, Inc. 360 Lexington Ave. New York, New York 10017 (212) 661-2424 c. See "Travel Agencies and Bureaus"
2.2 Tour Promoters/ Operators	Manager Sales Manager Promotion Manager Sales Representative Travel Counselor Reservation Agent Tour Guide Travel Clerk	a. U.S. Travel Service Dept. of Commerce Bldg. 14th and E Streets Washington, D.C. 20230 (202) 189-4987 b. American Society of Travel Agents, Inc. 360 Lexington Ave. New York, New York 10017 (212) 661-2424 c. See "Travel Agencies and Bureaus"
2.3 Tourist Management for Private Company	Tour Arranger Reservations Clerk	a. U.S. Travel Service Dept. of Commerce Bldg. 14th and E Streets Washington, D.C. 20230 (202) 189-4987 b. American Society of Travel Agents, Inc. 360 Lexington Ave. New York, New York 10017 (212) 661-2424 c. See "Travel Agencies and Bureaus"
2.4 Governmental Tourism/Travel Agencies	Director of Travel/Tourism Publicity Director Sightseeing Guide	a. U.S. Travel Service Dept. of Commerce Bldg. 14th and E Streets Washington, D.C. 20230 (202) 189-4987 b. Discover America Travel Organization 1100 Connecticut Ave., N.W. Washington, D.C. 20036 (202) 293-1433 c.

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resources References
3.0 Hospitality Services		
3.1 Resorts	Manager Resident Manager Convention Manager Front Office Manager Service Superintendent Executive Housekeeper Reservations Clerk Front Desk Clerk Beliman Doorman Chambermaid	a. U.S. Travel Service Dept. of Commerce Bldg. 14th and E Streets, N.W. Washington, D.C. 20230 (202) 189-4987 b. American Hotel and Motel Association 888 7th Ave. New York, New York 10019 (212) 265-4506 Hotel Sales Management Association 358 5th Ave. New York, New York 10001 (212) 868-3466 Professional Convention Management Association Box 6126 Leawood, Kansas 66206 (913) 642-8273 National Executive Housekeepers Assn., Inc. Mary Immaculate Hospital Newport News, Virginia 23607 c. See "Hotels"
3.2 Convention Centers	Convention Manager Sales Manager Front Office Manager Service Superintendent Executive Housekeeper Reservations Clerk Front Desk Clerk Bellman Doorman Chambermaid	a. U.S. Travel Service Office of Convention and Incentive Travel Dept. of Commerce Bldg. 14th and E Streets Washington, D.C. 20230 (202) 1894987 b. International Association of Convention Bureaus 805 Central Trust Tower Cincinnati, Ohio 45202 c. See "Convention Services and Facilities"
3.3 Hotels	Hotel Manager Resident Manager Sales Manager Convention Manager Front Office Manager Salesman Superintendent, Service Executive Housekeeper Reservations Clerk Bell Captain Front Desk Clerk Bellman Doorman Chambermaid	a. U.S. Travel Service Dept. of Commerce Bldg. 14th and E Streets, N.W. Washington, D.C. 20230 (202) 189-4987 b. American Hotel and Motel Association 888 7th Ave. New York, New York 10019 (212) 265-4506 National Executive Housekeepers Association Mary Immaculate Hospital Newport News, Virginia 23607 c. See "Hotels"
3.4 Motels	Motel Manager Front Office Manager Reservations Clerk Desk Clerk Service Superintendent Bellman Maid	a. U.S. Travel Service Dept. of Commerce Bldg. 14th and E Streets, N.W. Washington, D.C. 20230 (202) 189-4987 b. American Hotel and Motel Association 888 7th Ave. New York, New York 10019 (212) 265-4506 National Executive Housekeepers Association Mary Immaculate Hospital Newport News, Virginia 23607 c. See "Hotels"
3.5 Guest Houses	Guest House Manager Lodging Facilities Attendant Maid	a. U.S. Travel Service Dept. of Commerce Bldg. 14th and E Streets, N.W. Washington, D.C. 20230 (202) 189-4987 b. c. See "Tourist Homes"

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resources References
3.0 Hospitality Services (continued)		
3.5 Resident Camps	Owner of Camp Camp Director Program Director Activities Director Head Counselor Head of Waterfront Counselors Junior Counselors	a. Dept. of HEW, Health Services Administration 5600 Fishers Lane Rockville, Maryland 20852 (301) 443-2216 b. American Camping Association Bradford Woods Martinville, Indiana 46151 (317) 342-3042 Association of Private Camps, Inc. 55 W. 42nd Street New York, New York 10036 (212) 136-6595 National Camping Association 353 W. 56th Street New York, New York 10019 (212) 246-0C52 c. See "Camps"
3.7 Campgrounds	Campground Director Office Clerk Site Attendant Maintenance Person	a. U.S. Travel Service Dept. of Commerce Bldg. 14th and E Streets, N.W. Washington, D.C. 20230 (202) 189-4987 b. National Campground Owner's Association 3520 Western Ave. Highland Park, Illinois 60035 (612) 441-1047 c. See "Campgrounds"
4.0 Food and Beverage Services		
4.1 Flight Kitchens	Manager, Flight Kitchen Production Manager Cooks Food Assembler	a. Food and Drug Administration 5600 Fishers Lane Rockville, Maryland 20852 (301) 443-1544 b. c.
4.2 Catering Services	Owner, Catering Service Manager, Catering Service Cook Kitchen Supervisor Waiter/Waitress Busboy	a. Dept. of Agriculture, Food and Nutrition Ser. 14th St. and Independence Ave., S.W. Washington, D.C. (202) 447-8138 Food and Drug Administration 5600 Fishers Lane Rockville, Maryland 20852 (301) 443-4177 b. National Food Service Association Box 1932 Columbus Ohio 43216 c. See "Caterers"
4.3 Cafeterias	Cafeteria Owner Cafeteria Manager Kitchen Supervisor Cooks Line Supervisor Counter Person Cashier Counter Supply Person	a. Dept. of Agriculture, Food and Nutrition Ser. 14th St. and Independence Ave., S.W. Washington, D.C. (202) 447-8138 Food and Drug Administration 5600 Fishers Lane Rockville, Maryland 20852 (301) 443-4177 b. National Restaurant Association 1530 North Lake Shore Drive Chicago, Illinois 61610 (312) 787-2525 c. See "Restaurants"

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resources References
4.0 Food and Beverage Services (continued)		
4.4 Restaurants	Restaurant Owner Restaurant Manager Executive Chief Chef Baker Cook Kitchen Supervisor Food Controller Maitre d' Bartender Waiter/Waitress Cashier Busboy	a. Dept. of Agriculture, Food and Nutrition Serv 14th St. and Independence Ave., S.W. Washington, D.C. (202) 447-8138 Food and Drug Administration 5600 Fishers Lane Rockville, Maryland 20852 (301) 443-4177 b. National Restaurant Association 1530 North Lake Shore Drive Chicago, Illinois 60610 (312) 787-2525 c. See "Restaurants"
4.5 Fast Foods and Concession Stands	Director of Food and Beverages Purchasing Manager District Manager Chef/Cook Kitchen Supervisor Food Controller Maitre d' Bartender Waiter/Waitress Cashier Busboy	a. Dept. of Agriculture, Food and Nutrition Serv. 14th St. and Independence Ave., S.W. Washington, D.C. (202) 447-8138 Food and Drug Administration 5600 Fishers Lane Rockville, Maryland 20852 (301) 443-4177 b. National Drive-In Fast Food and Soft Ice Cream Association P.O. Box 703 Bloomington, Illinois 47401 (312) 236-0633 Mobile Industrial Caterers Association International, Inc. 2011 Eye Street, N.W. Washington, D.C. 20006 (202) 296-4874 National Association of Concessionnaires Suite 614 201 N. Wells Street Chicago, Illinois 60806 (312) 236-3858 c. See "Restaurants"

Subcluster "B" - LEISURE ENTERTAINMENT, PRODUCTS AND ENTERPRISES

Occupations in this subcluster are primarily focused on those businesses and industries which manufacture, promote, sell, maintain or serve leisure goods and services to the consumer. Many occupations in this subcluster are concerned with providing entertainment or amusement or leisure consumers while others focus on the manufacturing and marketing of goods and supplies for the leisure consumer to use while engaging in leisure. In addition, another group of jobs focuses on the leisure consumer by providing the leisure consumer with a variety of special leisure interest enterprises.

The three major job-families in this subcluster include: (1) leisure products and promotions, (2) spectator entertainment services, and (3) special interest leisure enterprises.

Jobs range from busboy to ride operator to ticket broker, to owner or director of food and beverage services.

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resources References
1.0 Leisure Products and Promotions		
1.1 Recreation Vehicle (automobile, boat, motorcycle), Manufacturing and Marketing.	Owner/Manager Production Supervisor Designer Inspector Sales Person Machine Operator Assembler Wrapper Installer Repair person Shipping Clerk Apprentice	a. Federal Energy Administration 12th and Penn. Ave., N.W. Washington, D.C. 20461 (202) 655-4000 Consumer Products Safety Commission 1750 K Street, N.W. Washington, D.C. 20207 (202) 634-7700 b. Boating Industry Association 333 N. Michigan Ave. Chicago, Illinois 60601 (312) 263-7844 Recreational Vehicle Institute Inc. 2720 Des Plaines Ave. Des Plaines, Illinois 60018 (312) 299-7141 American Snowmobile Association Box 4403 Minneapolis, Minn. 55421 Motorcycle Industry Council, Inc. 1001 Connecticut Ave., N.W. Washington, D.C. 20036 (202) 223-9158 c. See "Recreational Vehicles - Dealers" "Recreational Vehicles - Repair and Service" "Snowmobiles" "Motorcycles and Motor Scooters"
1.2 Outdoor Sports Products Manufacturing and Marketing	Owner/Manager Production Supervisor Designer Inspector Sales Person Machine Operator Assembler Wrapper Installer Repair Person Shipping Clerk Apprentice	a. Dept. of Interior, Fish and Wildlife C Street at 18th Washington, D.C. 20240 (202) 343-1100 Consumer Products Safety Commission 1750 K Street, N.W. Washington, D.C. 20207 (202) 634-7700 b. National Sporting Goods Association 717 N. Michigan Ave. Chicago,Illinois 60611 (312) 944-0205 Sport Fishing Institute 719 13th Street, N.W. Washington, D.C. 20005 (202) 737-0668 National Rifle Association 1600 Rhode Island Ave., N.W. Washington, D.C. 20036 (202) 783-6505 c. See "Sporting Goods Wholesalers and Manufacturers" "Sporting Goods - Retail"

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resources References
1.0 Leisure Products and Promotions (continued)		
1.3 Souvenirs/Antiques Manufacturing and Marketing	Owner/Manager Distributor Auctioneer Collector Repair Person Sales Person Apprentice	a. Dept. of Commerce 14th and E Streets, N.W. Washington, D.C. 20230 (202) 655-4000 b. National Association of Dealers in Antiques, Inc. 507 W. Main Street Whitewater, Wisconsin 53190 c. See "Souvenirs" "Antique Dealers" "Antique Repairing and Restoring" "Novelties"
1.4 Toys/Games Manufacturing and Marketing	Owner, Manager Production Supervisor Designer Inspector Sales Person Machine Operator Assembler Wrapper Installer Repair Person Shipping Clerk Apprentice	a. Dept. of Commerce 14th and E Streets N.W. Washington, D.C. 20230 (202) 655-4000 Consumer Products Safety Commission 1750 K Street, N.W. Washington, D.C. 20207 (202) 634-7700 b. Toy Manufacturers Association of America 200 5th Ave. New York, New York 10010 (212) 675-1141 Hobby Industries Association of America 200 5th Ave. New York, New York 10010 (212) 924-4262 Toy Wholesalers Association of America 53 E. Main Street Moorestown, New Jersey 08057 (609) 234-0330 c. See "Toys - Retail" "Toys - Wholesale and Manufacturing"
1.5 Leisure Consultation Planning and Investments	Owner/Manager Consultant Investment Analyst Researcher Planner Technical Information Specialist Data Collection/Analyst	a. Dept. of the Interior Bureau of Outdoor Recreation C Street at 18th, N.W. Washington, D.C. 20240 (202) 343-1100 b. COPARC National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 American Society of Landscape Architects 2013 Eye Street, N.W. Washington, D.C. 20006 (202) 659-9550 c. See "Landscape Architects" "City and Town Planners"

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resource References
2.0 Spectator Entertainment Services		
2.1 Ticket Agencies	Ticket Broker Counter Clerk	a. b. c. See "Theatre and Sports Ticket Service"
2.2 Professional Athletics	Owner Publicity Director General Manager Athlete Manager Coach Athlete Umpire/Referee Mat Person	a. b. c. See "Sports Attractions"
2.3 Racetracks Raceways	Owner Manager Publicity Director Patrol Judge Course Clerk Paddock Judge Jockey/Driver Mechanic Animal Attendant Ticket Seller	a. Dept. of Agriculture 14th Street at Independence Ave., S.W. Washington, D.C. (202) 665-4000 b. Harness Tracks of America, Inc. 333 N. Michigan Ave. Chicago, Illinois 60601 (312) 332-1846 Jockey's Guild, Inc. 609 5th Ave. New York, New York 10017 (212) 755-4542 Thoroughbred Racing Associations of the U.S. Inc. 5 Dakota Drive Lake Success, New York 11040 (516) 328-2010 c. See "Race Tracks"
2.4 Night Clubs	Owner Manager Booking Agent Maitre d' Hotel Host/Hostess Doorman	a. Food and Drug Administration 5600 Fisher Lane Rockville, Maryland 20852 (301) 443-4177 b. National Restaurant Association 1530 N. Lake Shore Drive Chicago, Illinois 60610 (312) 787-2525 c. See "Night Clubs"
2.5 Rodeos	Rodeo Manager Rodeo Performer Animal Keeper Animal Person, Head Ticket Seller Ticket Taker	a. Dept. of Agriculture 14th Street and Independence Ave., S.W. Washington, D.C. (202) 655-4000 b. Rodeo Cowboy's Association, Inc. 2929 W. 19th Ave. Denver, Colorado 80204 c. See "Sports Attractions"
2.6 Movie Theatres	Movie Theater Manager Booking Agent Sales Manager Motion Picture Projectionist Head Usher Cashier Usher	a. b. Motion Picture Association of America 522 5th Avenue New York, New York 10036 (212) 867-1200 National Association of Theatre Owners, Inc. 1501 Broadway New York, New York 10036 (212) 563-6238 c. See "Theatres"
2.7 Circuses	Circus Superintendent Circus Trainmaster Circus Foreman Master of Ceremonies Circus Performer Costumer Circus Laborer Ticket Seller	a. b. c.

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resource References
2.0 Spectator Entertainment Services (continued)		
2.8 Entertainment Bureaus	Concert Promoter Booking Agent Artist Manager Road Manager	a. National Endowment for the Arts Columbia Plaza 2401 E Street, N.W. Washington, D.C. 20506 (202) 382-4091 b. International Association of Concert and Festival Managers Mershon Auditorium 30 W. 12th Ave. Columbus, Ohio 43210 (614) 293-5785 c. See "Theatrical Managers and Producers" "Theatrical Agencies"
2.9 Zoos and Aquaria	Director Publicity Director Head Animal Person Animal Helper Tour Guide Attendant	a. Dept. of Agriculture 14th Street at Independence Ave., S.W. Washington, D.C. (202) 655-4000 b. American Association of Zoological Parks and Aquariums Oglebay Park Wheeling, West Virginia c. See "Zoos"
3.0 Special Interest Leisure Enterprises		
3.1 Pool Parlors	Owner of Pool Parlor Desk Attendant	a. b. Billiard and Bowling Institute of America 717 N. Michigan Ave. Chicago, Illinois 60611 (312) 944-0205 Billiard Congress of America 717 N. Michigan Ave. Chicago, Illinois 60611 (312) 994-0246 c. See "Billiard Parlors"
3.2 Bowling Alleys	Owner Manager Desk Attendant Service Superintendent	a. b. Bowling Proprietors Association of America, Inc 375 W. Higgins Rd. Hoffman Estates, Illinois (312) 894-5800 c. See "Bowling"
3.3 Carnivals	Carnival Manager Supervisor of Rides Supervisor of Games Ride Operator Game Operator Pony-ride Operator Ticket Seller Ticket Taker	a. b. National Association of Concessionnaires Suite 614 201 N. Wells Street Chicago, Illinois 60606 (312) 236-3858 International Association of Amusement Parks 203 N. Wabash Ave. Chicago, Illinois 60601 (312) 726-1528 c. See "Amusement Places"
3.4 Amusement Parks	Amusement Park Manager Supervisor of Rides Supervisor of Games Ride Operator Game Operator Pony-ride Operator Ticket Seller Ticket Taker	a. b. National Association of Concessionnaires Suite 614 201 N. Wells Street Chicago, Illinois 60606 (312) 236-3858 International Association of Amusement Parks 203 N. Wabash Ave. Chicago, Illinois 60601 (312) 726-1528 c. See "Amusement Places"

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resources References
3.0 Special Interest Leisure Enterprises (continued)		
3.5 Music Centers	Owner Manager Demonstrator Sales Person Clerk	a. b. National Association of Music Merchants 222 W. Adams Street Chicago, Illinois 60606 (312) 263-0679 c. See "Musical Instruments - Dealers"
3.6 Dance Studios	Manager, Dance Studio Salesman, Dance Studio Dancing Instructor	a. b. c. See "Dancing Instruction"
3.7 Expressive Art Centers	Center Director Publicity Director Instructor Supply Clerk Attendant	a. b. c.
3.8 Libraries	Library Director Librarian Library Technical Assistant Desk Clerk	a. Dept. of HEW, Office of Education 7th and D Streets, S.W. Washington, D.C. 20201 (202) 245-9647 Federal Library Committee Library of Congress Washington, D.C. (202) 426-6055 b. American Library Association 50 E. Huron Street Chicago Illinois 60611 (312) 944-6780 c. See "Libraries"
3.9 Aquatic Complexes	Director, Aquatic Facilities and Programs Manager, Swimming Pool Senior Life Guard Swimming and Life Saving Instructor Lifeguard Locker room/shower attendant	a. Dept. of HEW, Bureau of Community Health Service 5600 Fisher Lane Rockville, Maryland 20852 (301) 443-4773 b. National Swimming Pool Institute 2000 K Street, N.W. Washington, D.C. 20006 (202) 337-2244 National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 American Alliance for Health, Physical Education and Recreation 1201 16th Street, N.W. Washington, D.C. (202) 833-5541 c. See "Swimming Instruction" "Swimming Pools - Management" "Swimming Pools - Private" "Swimming Pools - Public"
3.10 Ski Resorts	Manager, Ski Resort Publicity Director Head of Ski School Ski Instructor Head of Ski Patrol Ski Patrolman Ticket Seller Lift Attendant	a. Dept. of Agriculture, Forest Service South Bldg. 14th St. at Independence Ave., S.W. Washington, D.C. 20250 (202) 447-2155 b. National Ski Areas Association 366 Lexington Ave. New York, New York 10017 (212) 986-8680 Ski Industries of America 432 Park Ave. New York, New York 10016 (212) 689-1266 Professional Ski Instructors of America 1801 York Street Denver, Colorado 80206 (303) 322-1869 c. See "Skiing Centers and Resorts" "Skiing Instruction"

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resource References
3.0 Special Interest Leisure Enterprises (continued)		
3.11 Gun Clubs	Manager, Gun Club Hunting and Fishing Guide Equipment Attendant	a. Dept. of Interior, Fish and Wildlife Service 18th and C Streets, N.W. Washington, D.C. 20240 (202) 343-1100 b. National Rifle Association of America 1600 Rhode Island Ave., N.W. Washington, D.C. 20036 (202) 783-6505 c. See "Clubs"
3.12 Hobby Shops	Owner/Manager Model Builder Sales Person Clerk	a. Small Business Administration 1441 L Street, N.W. Washington, D.C. 20416 (202) 393-3111 b. Hobby Industry Association of America 200 5th Ave. New York, New York 10010 (212) 924-4262 c. See "Hobby and Model Construction Supplies - Retail, Wholesale, and Manufacturing"
3.13 Golf Clubs	Manager Golf Pro Caddie Master Golf Course Manager Caddie Golf Range Attendant	a. Dept. of Interior, Bureau of Outdoor Recreation C Street at 18th, N.W. Washington, D.C. 20240 (202) 343-1100 b. Golf Course Superintendents Association of America 3158 Des Plaines Ave. Des Plaines, Illinois 60018 (312) 824-6147 American Society of Golf Course Architects 221 N. LaSalle Street Chicago, Illinois 60601 (312) 372-7090 U.S. Golf Association 40 E. 38th Street New York, New York 10016 (212) 679-5335 c. See "Golf Courses - Private" "Golf Courses - Public" "Golf Instructions"
3.14 Health Spas and Clubs	Manager/Owner Fitness Instructor Trainer Equipment Handler Masseuse	a. b. American Alliance for Health, Physical Education and Recreation 1201 16th Street, N.W. Washington, D.C. (202) 833-5541 c. See "Health Clubs" "Physical Fitness"
3.15 Tennis and/or Racquet Clubs	Manager/Owner Tennis Pro Equipment Manager Maintenance Person Schedule Clerk Cashier	a. b. U.S. Professional Lawn Tennis Association P.O. Box 145 Wakefield Station New York, New York 10466 (914) 237-2381 c. See "Tennis Courts" "Tennis Instruction" "Tennis Racket Restringing and Repairing"

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resources References
1.0 Resource Conservation/ Preservation Services (continued)		
1.3 Conservation and Maintenance (continued)	Trail Builder Raker Game Farmer Game Farmer, Helper Forest Aide	
2.0 Park and Natural Resource Planning and Design Services		
2.1 Planning and Design	Landscape Architect Community Planner Land Planner Site Planner Park-Landscape Architect Horticulturist Fish and Game Planner	a. Dept. of Interior, National Park Service 14th at Independence Ave., S.W. Washington, D.C. 20250 (202) 343-1100 Dept. of Interior Bureau of Outdoor Recreation C Street at 18th, N.W. Washington, D.C. 20240 (202) 343-1100 b. American Society of Landscape Architects 2013 Eye Street, N.W. Washington, D.C. 20006 (202) 659-9550 COPARC National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 American Institute of Planners 917 15th Street, N.W. Washington, D.C. 20005 (202) 783-0666 c. See "Landscape Architects" "City and Town Planners"

Subcluster "C" - ENVIRONMENTAL BASED SERVICES

This subcluster focuses upon those occupations which are primarily concerned with the planning, utilization, conservation, or preservation of land and/or water areas. These areas are used heavily by leisure consumers in outdoor recreation pursuits, and include both natural and man-made areas and facilities.

Jobs in this subcluster are primarily concerned with recreational areas, facilities, equipment, goods and natural areas. There are two job-families in the subcluster including: resource conservation/preservation services, and planning and design.

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resources References
1.0 Resource Conservation/ Preservation Service		
1.1 Preservation	Superintendent, Historic Site or Monument Museum Curator Supervisor, Park Ranger Park Foreman Historic Site Attendant Park Aide	a. Advisory Council on Historic Preservation 1522 K Street, N.W. Washington, D.C. 20005 (202) 254-3974 Dept. of Interior, National Park Service C Street at 18th, N.W. Washington, D.C. 20240 (202) 254-3974 b. American Association of Museums 2233 Massachusetts Ave., N.W. Washington, D.C. 20007 (202) 338-5500 National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 c. See "Museums"
1.2 Enforcement	Park Ranger Forester Ranger Fish and Game Warden Conservation Officer Game and Fish Protector Game Warden Range Guard Fish Protector Fish and Game Warden, Marine Game Protector Golf Course Patrolman Park Patrolman Life-Guard Ski Patrolman	a. Dept. of Interior, Fish and Wildlife Mgmnt. C Street at 18th, N.W. Washington, D.C. 20240 (202) 343-9242 Dept. of Interior, National Park Service C Street at 18th, N.W. Washington, D.C. 20240 (202) 254-3974 b. National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 International Association of Game, Fish and Conservation 5725 Blake Road Apt. 207 Minneapolis, Minn. 55436 (612) 935-3726 Sport Fishing Institute 719 13th Street, N.W. Washington, D.C. 20005 (202) 737-0668 Wildlife Management Institute 709 Wire Bldg. Washington, D.C. 20005 (202) 347-1774 c.
1.3 Conservation and Maintenance	Forest Supervisor Research Forester Landscape Gardener Park Caretaker Greenskeeper (Laborer) Groundskeeper Grounds Caretaker Gardener Yard Laborer Grass Cutter Hedge and Shrub Cutter Leaf Raker Riding Mower Operator Campground Caretaker Cemetery Worker Landscape Laborer Park Worker (Cleaner)	a. Dept. of Agriculture, Forest Service 14th at Independence Ave., S.W. Washington, D.C. 20250 (202) 447-2626 Dept. of Interior, National Park Service C Street at 18th, N.W. Washington, D.C. 20240 (202) 343-2022 b. American Forestry Association 919 17th Street, N.W. Washington, D.C. 20006 (202) 638-1820 National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 c.

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resources References
1.0 Recreation Areas and Facilities (continued)		
1.4 Day Camp	Director Program Director Head Counselor Counselor Counselor Aide Program Specialist Grounds Maintenance Person Bus Driver	a. Dept. of HEW 330 C Street, S.W. Washington, D.C. 20201 (202) 245-6726 b. National Association of Social Workers 2 Park Ave. New York, New York 10016 (212) 686-7128 National Federation of Settlements and Neighborhood Houses 232 Madison Ave. New York, New York 10016 (212) 697-6110 National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 c. See "Camps" "Recreation Centers"
1.5 Playgrounds and Play Areas	District Supervisor, Playgrounds Intramural Planner Playground Director Drama Specialist Referee Leader	a. Dept. of Interior, National Park Service C Street at 18th N.W. Washington, D.C. 20240 (202) 343-1100 b. National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 American Alliance for Health, Physical Education and Recreation 1201 16th Street, N.W. Washington, D.C. (202) 833-5541 c. See "Recreation Centers" Recreation and/or Park Dept. under "Government Offices"
1.6 Community Recreation/Education Centers	Director, Community Center Assistant Director Extension Specialist Professor Author Researcher Information Specialist Special Events Supervisor Arts and Crafts Specialist Instructor, Photography Leader, General Activities Leader, Special Interest Group	a. Dept. of HEW Education Division 400 Maryland Ave., S.W. Washington, D.C. (202) 245-0691 b. American Alliance for Health, Physical Education and Recreation 1201 16th Street, N.W. Washington, D.C. (202) 833-5541 National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 c. See "Recreation Centers" "Schools - Public" "Government Offices" (Recreation and Park Departments)
1.7 Mobile Recreation Equipment	Supervisor, Mobile Programs Program Specialist Leader Audiovisual Operator Vehicle Driver	a. b. National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 c. See Recreation and/or Park Dept. under "Government Offices"
1.8 Ice Rinks	Manager, Ice Rink Complex Supervisor, Hockey Leagues Instructor Referee/Umpire Clerk Equipment Attendant Building Maintenance Person	a. Dept. of Interior, National Park Service Bureau of Outdoor Recreation C Street at 18th, N.W. Washington, D.C. (202) 343-1100 b. National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 c. See "Skating Rinks"

Subcluster "D" - COMMUNITY BASED RECREATION SERVICES

The Community Based Recreation Services subcluster focuses on those public, private or other governmental agencies which provide recreational services to local consumers. The subcluster includes two job-families: recreation areas and facilities, and recreation program series. Jobs in this subcluster are primarily related to either an area/facility/building or to a specific program area. Jobs range from playground leader to director of a day camp or manager of an aquatic facility.

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resource References
1.0 Recreation Areas and Facilities		
1.1 Pools, Beaches, Lakes, Waterfronts	Director, Aquatic Facilities and Programs Manager, Swimming Pool Senior Life Guard Swimming and Life Saving Instructor Lifeguard Locker room/shower attendant Cashier	a. Dept. of HEW Bureau of Community Health Service 5600 Fishers Lane Rockville, Maryland 20852 (301) 443-4773 U.S. Corps of Engineers Forrestal Building DAEN-EPM-A-4B184 Washington, D.C. (703) 664-1740 Dept. of Interior, National Park Service Bureau of Outdoor Recreation C Street at 18th, N.W. Washington, D.C. 20240 (202) 343-1100 b. National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 American Alliance for Health, Physical Education and Recreation 1201 16th Street, N.W. Washington, D.C. (202) 833-5541 c. See "Swimming Pools - Public" "Swimming Instruction" "Government Offices"
1.2 Tennis and Racquet	Manager, Tennis Complex Instructor Announcer Referee Grounds Maintenance Person Clerk	a. Dept. of Interior, National Park Service Bureau of Outdoor Recreation C Street at 18th, N.W. Washington, D.C. 20240 (202) 343-1100 b. National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 American Alliance for Health, Physical Education and Recreation 1201 16th Street, N.W. Washington, D.C. (202) 833-5541 c. See "Tennis Instruction" "Tennis Courts" "Government Offices" (Recreation and/or Park Dept.)
1.3 Softball and Baseball	League Supervisor Scoreboard Operator Official Scorer Grounds Maintenance Person Umpire Cashier Ticket Taker	a. Dept. of Interior, National Park Service Bureau of Outdoor Recreation C Street at 18th, N.W. Washington, D.C. 20240 (202) 343-1100 b. National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 American Alliance for Health, Physical Education and Recreation 1201 16th Street, N.W. Washington, D.C. (202) 833-5541 c. See Recreation and/or Park Dept under "Government Offices"

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resources References
2.0 Recreation Program Services		
2.1 Arts/Crafts Programs	Supervisor, Arts/Crafts Programs Instructor Supply Clerk Aide	a. Smithsonian Institution 1000 Jefferson Drive, S.W. Washington, D.C. 20560 (202) 628-4422 b. National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 American Alliance for Health, Physical Education and Recreation 1201 16th Street, N.W. Washington, D.C. (202) 833-5541 American Crafts Council 29 W. 53rd Street New York, New York 10019 (212) 246-6840 c. See Recreation and/or Parks Department under "Government Services"
2.2 Drama/Dance/ Music Programs	Supervisor, Drama/Dance or Music Programs Instructor Choreographer Stagehand Ticket Taker Building Maintenance	a. National Endowment for the Arts Columbia Plaza 2401 E Street, N.W. Washington, D.C. 20506 (202) 382-4091 b. National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 American Alliance for Health, Physical Education and Recreation 1201 16th Street, N.W. Washington, D.C. (202) 833-5541 c. See Recreation and/or Parks Department under "Government Offices"
2.3 Team Sports and Games	Supervisor, Intramural Activities Team Manager Equipment Manager Official Scorer Grounds Maintenance Person	a. b. National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 American Alliance for Health, Physical Education and Recreation 1201 16th Street, N.W. Washington, D.C. (202) 833-5541 c. See "Recreation Centers" Recreation and/or Parks Department under "Government Offices"
2.4 Literary, Mental and Linguistic Programs	Librarian Reading Instructor Storyteller Writer	a. Dept. of HEW, Education Division 400 Maryland Ave., S.W. Washington, D.C. 20202 (202) 245-0691 b. American Library Association 50 E. Huron Street Chicago, Illinois 60611 (312) 944-6780
2.5 Outdoor Recreation and Camping	Director, Nature Center Interpretor Counselor Counselor Aide Program Specialist Grounds Maintenance Person	a. Dept. of Interior, National Park Service Bureau of Outdoor Recreation C Street at 18th, N.W. Washington, D.C. (202) 343-1100 b. National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 c. See Recreation and/or Park Department under "Government Offices"

Job Families and Sub-Families	Hierarchy of Sample Jobs	Resources References
2.0 Recreation Program Services (continued)		
2.6 Social Recreation Programs	Social Director Party Planner Program Leader Building Maintenance Person	a. b. National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 American Alliance for Health, Physical Education and Recreation 1201 16th Street, N.W. Washington, D.C. (202) 833-5541 c. See Recreation and/or Park Dept. under "Government services"
2.7 Therapeutic or Special Populations Programs	Director, Activity Therapy Director, Therapeutic Recreation Supervisor, Therapeutic Recreation Supervisor, Childrens Unit Programs Supervisor, Adult Unit Programs Therapeutic Recreator Therapeutic Recreation Leader Therapeutic Recreation Aide	a. Dept. of HEW, Bureau of Education for the Handicapped 7th and D Streets Washington, D.C. 20201 (202) 245-9661 Dept. of HEW, Administration on Aging 400 6th Street, S.W. Washington, D.C. 20201 (202) 245-0775 b. National Recreation and Park Association 1601 N. Kent Street Arlington, Virginia 22209 (703) 525-0606 c. See Recreation and/or Park Department under "Government Services."

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Please Note:

1. The foregoing resources references include only U.S. Government Agencies under "Gov't" referral. Similar agencies exist in most instances at the state and local levels and are important resources for application of local reference.

2. Similarly, local counterparts exist at a state or community level for the national organizations listed under "Associations" referral and these too are important points of referral for purposes of local programs.

3. Frequently, yellow page listings under "Government Services," for local governmental units, are excellent resources for departments and agencies of the city, town, or county which serve in the area of leisure facilities and programs.